



2015 PUBLIC LIBRARY ANNUAL REPORT WORKSHOP

Jennifer Clifton - November 2015

What is the purpose of the Annual Report?

2

- ❑ Required by state (590 IAC 6-1-4)
- ❑ ISL Statistics
 - ▣ Useful for year-to-year comparisons (and history!)
 - ▣ Library-to-library comparisons
 - ▣ Identifying trends

2014 INDIANA PUBLIC LIBRARIES ANNUAL REPORT

*Serving Indiana residents, leading and supporting the library community,
preserving Indiana history*



Indiana State Library

Indiana Public Library Fun Facts:

237 Public Library districts
with 194 branches.



In 2014, an average of 97,045
Hoosiers visited public libraries
each day. That's enough people
to fill Lucas Oil Stadium one
and a half times.

Indiana public libraries circulated
an average of 146 items a minute
including books, e-books, DVDs,
makerkits, computers, etc.



96% of Indiana Public Libraries
offer wireless Internet.

6,530 Hoosiers are employed
by Indiana Public Libraries,
earning \$191,715,285 in
salaries and benefits in 2014.

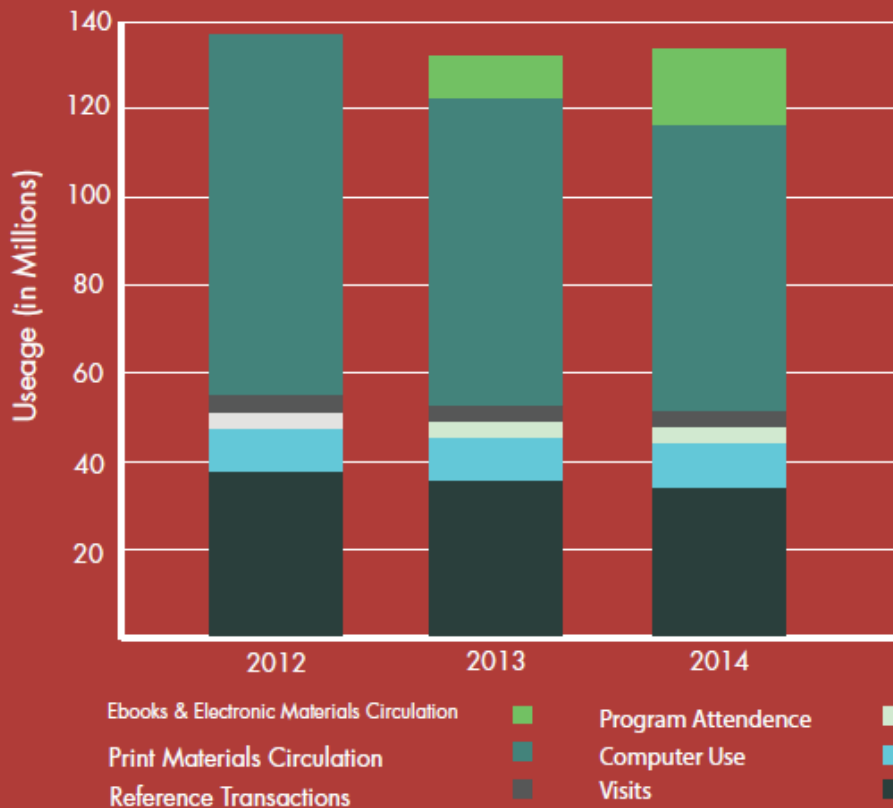


40% of Indiana Public
Libraries partner with other
organizations to provide Adult
Literacy assistance.

Bringing the stats to life

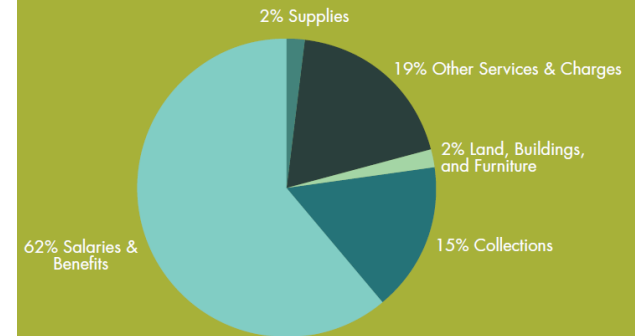
3

How Hoosiers are Using Their Public Libraries

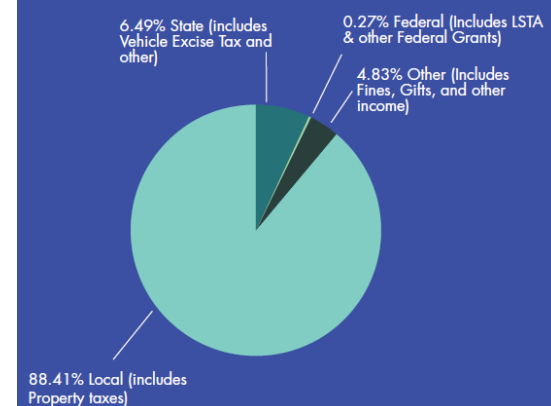


* Note: Ebook and Electronic Circulation data not collected in 2012 and is included in print materials.

Public Library Expenditures by Category



Public Library Income by Source



IMLS Public Libraries Survey

4

- The only annual, comprehensive, national survey about what's going on in public libraries.
- 'Compare Libraries' tool

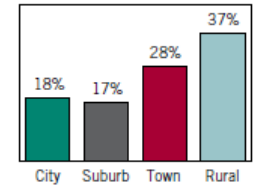
Indiana Public Libraries

FISCAL YEAR 2012

Quick Stats

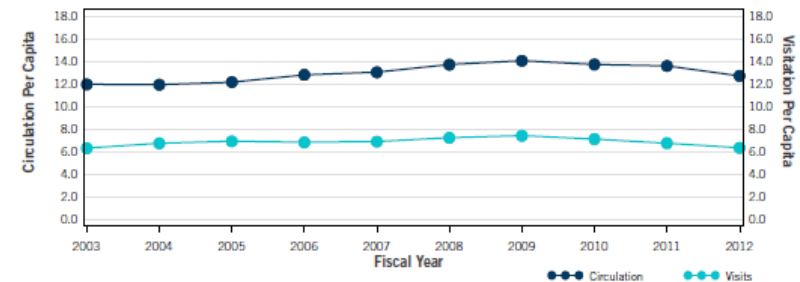
Number of Public Libraries	237
Number of Public Outlets	434
Population Served	6,100,140
Number of Full Time Equivalent Librarians	1437
Number of Full Time Equivalent Staff	4451

Public Library Outlets by Locality



Locality based on NCES locale codes.
For additional details see <http://ipgo.usa.gov/YPMW>.

Visitation and Circulation Per Capita (FY 2003-2012)



In Comparison

	FY 2011	FY 2012	% Change	Regional*	National
Services					
Circulation Per Capita	13.6	12.72	▼ -6.52%	11.99	8
Visits Per Capita	6.75	6.34	▼ -6.09%	6.57	4.95
Finance					
Expenditures Per Capita	\$51.97	\$48.70	▼ -6.29%	\$50.11	\$35.47
Operating Revenue Per Capita	\$56.06	\$51.78	▼ -7.64%	\$56.91	\$37.98
Resources					
Print Materials Per 1000 Population	4275.73	3986.99	▼ -6.75%	3685.06	2590.33
Public Use Internet PCs Per Capita	1.47	1.27	▼ -13.34%	1.42	1.13

*The Great Lakes region includes Illinois, Indiana, Michigan, Ohio, Wisconsin
For more information about regions see <http://ipgo.usa.gov/gppk>.

What's Changed for 2015?

5

- New questions:
 - ▣ Expanded definitions for reference, eBooks
 - ▣ More will be prefilled (including Evergreen Transits)
 - ▣ ILL Net Lending calculation
 - ▣ Signature page is now included in report.

- Some questions reworded for clarity





Timeline

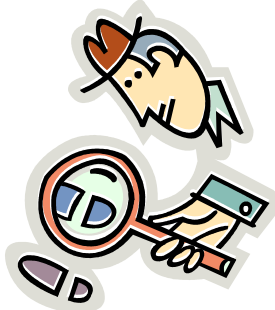
6

- Survey open:
 - ▣ December 15th through **February 1st**

Navigating the Survey

7

- ❑ Login instructions will be sent to directors via email in mid-December.
- ❑ Click on the question number for help
 - ❑ Disable pop-up blockers
- ❑ Use “Back,” “Next,” or the side menu to navigate through the 15 sections  
- ❑ Click “Save” and “Logout” to close and return to report at any time 
- ❑ Click “SHOW LAST YEAR’S ANSWERS” to see what was input last year 
- ❑ Don’t wait until the last minute!



Your Bibliostat homepage

8

□ Tabbed Navigation

□ Home

□ Survey - 2015

□ Status

□ Printing

□ Frequent Questions

□ Instructions

The screenshot shows the Bibliostat homepage for ALEXANDRIA-MONROE PUBLIC LIBRARY. The page has a header with the library name and a 'Close Need Assistance?' link. Below the header is a navigation bar with tabs: Home, Survey, Status, Printing, Submit Survey, Frequent Questions, and Instructions. The 'Home' tab is selected. The main content area is divided into two columns. The left column contains a 'Frequent Questions' section with a link to 'Learn More'. The right column contains an 'Other Surveys' section with a list of links to Indiana Public Library Annual Reports from 2006 to 2015. The footer contains copyright information and links to 'Contact Us' and 'Baker & Taylor Corporate Site'.

Baker & Taylor's Bibliostat Collect
ALEXANDRIA-MONROE PUBLIC LIBRARY

[Close](#)
[Need Assistance?](#)

Home Survey Status Printing Submit Survey Frequent Questions Instructions

Frequent Questions

If you have any questions about how to use the Bibliostat Collect site please see our Frequent Questions.

[» Learn More](#)




Other Surveys

- [» Indiana Public Library Annual Report 2015](#)
- [» Indiana Public Library Annual Report 2014](#)
- [» Indiana Public Library Annual Report 2013](#)
- [» Indiana Public Library Annual Report 2012](#)
- [» Indiana Public Library Annual Report 2011](#)
- [» Indiana Public Library Annual Report 2010](#)
- [» Indiana Public Library Annual Report 2009](#)
- [» Indiana Public Library Annual Report 2008](#)
- [» Indiana Public Library Annual Report 2007](#)
- [» Indiana Public Library Annual Report 2006](#)

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Need to explain something?

9

- Edit Checks- automatic edit checks will catch inconsistencies or major changes from previous year's data
 - ▣ Now- Bibliostat
 - ▣ Later- Census
- “Flag” a question to come back to it 
- Use the “Federal note” to explain any discrepancies 
- It's recommended to do this now, or I'll be pestering you next summer. 😞 

Need technical help with survey?

10

1. Confirm it is not a local issue first- check with your IT person/departement
2. Contact ISL – 1-800-451-6028
3. Call Bibliostat - 1-866-785-9935

Instructions

11

You are reporting on the **2015** calendar year.

Exceptions: give the most current (e.g. 2016) information for:

- Respondent/contact identification,
 - Hours of operation,
 - Assessed valuation and tax rate,
 - Library board members, and
 - Hourly salary for salary section and benefits
-
- If the exact data are not known for any item, please estimate data (and indicate in note that it is an estimate). Estimates are very important.
 - Enter “0” if the correct entry for an item is zero or “none”.
 - Enter “N/A” if you know a particular data item is not “0” but you don’t know what it is and are unable to estimate it.

COLOR KEY

12

0X-001 Question

0X-002 Standards Question

0X-003 Prefilled

0X-004 Prefilled & Locked (Contact ISL w/changes)

0X-005 Calculated total

Part 1 - General Information

Changes:

- Additional help re: download speeds

Part 1 - General Information

14

- 01-001 Name of the person preparing this report.
- 01-002 Preparer's phone number.
- 01-003 Time zone in which library district headquarters is located.
- 01-004 Library Name
- 01-005 Library Class
- 01-006 Library Director
- 01-007 Street Address
- 01-008 City
- 01-009 ZIP
- 01-010 Is your mailing address the same as the address above?
- 01-011 Mailing Address
- 01-012 Mailing City
- 01-013 Mailing ZIP

Part 1 - General Information

15

01-014 Congressional District Number

01-015 Phone

01-016 FAX

01-017 Does your library have an answering machine, voice mail or other similar technology? Y/N

01-018 Library URL

01-019 Does your library have a public library E-mail address or other means of electronic contact listed on the library's website? Y/N

Part 1 - General Information

16

Building Questions

01-020 The year the current central building was built

01-021 Year of the most recent structural addition or alteration to current central building.

01-022 Square footage of the central building?

01-023 [Click here to complete Central Library daily hours.](#)

17

Central Library

Part 1 - General Information

18

Hours

01-023 Click here to complete Central Library daily hours

01-024 Monday opening time

01-025 Monday closing time

01-026 Tuesday opening time

01-027 Tuesday closing time

01-034 Saturday opening time

01-035 Saturday closing time

01-036 Sunday opening time

01-037 Sunday closing time

The screenshot shows a web browser window with the URL [http://collect.btol.com/\(S\(tsd20n55ikfr0u45mh4vebms\)\)/certs/IN15HOURSINPUT.aspx?OrgId=13322](http://collect.btol.com/(S(tsd20n55ikfr0u45mh4vebms))/certs/IN15HOURSINPUT.aspx?OrgId=13322). The form is titled "Name of Library: ALEXANDRIA-MONROE PUBLIC LIBRARY" and "Indiana Public Library Annual Report 2015 Central Library Daily Hours". It contains a table for entering opening and closing times for each day of the week. The table has three columns: "Days of Week", "Opening Time", and "Closing Time". The rows are for Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. Each row has two input fields for the opening time (01-024 to 01-032) and two input fields for the closing time (01-025 to 01-037). Below the table, there are four text input fields for summary statistics: "Total open hours for Central Library during a typical week.", "Total number of hours Central Library is open after 6:00 p.m. per week.", "Total number of hours per week Central Library is open on Saturday.", and "Total number of hours per week Central Library is open on Sunday." A "Save to Collect" button is located at the bottom right.

Days of Week	Opening Time		Closing Time	
Monday	01-024		01-025	
Tuesday	01-026		01-027	
Wednesday	01-028		01-029	
Thursday	01-030		01-031	
Friday	01-032		01-033	
Saturday	01-034		01-035	
Sunday	01-036		01-037	

Total open hours for Central Library during a typical week.

Total number of hours Central Library is open after 6:00 p.m. per week.

Total number of hours per week Central Library is open on Saturday.

Total number of hours per week Central Library is open on Sunday.

[Save to Collect](#)

Part 1 - General Information

19

- 01-038 Total open hours for Central Library during a typical week.**
- 01-039 Total number of hours the Central Library is open after 6:00 p.m. per week.**
- 01-040 Total number of hours per week that the Central Library is open on Saturday.**
- 01-041 Total number of hours per week Central Library is open on Sunday.**
- 01-042 Number of Weeks Per Year Central Library was open in 2015**
- 01-043 Total Central Library Hours Open per Year**

Part 1 - General Information

20

Internet Access

- 01-044 Does the library have Internet Access? Y/N**
- 01-045 What type of Internet Access is available in the Central Building?
- 01-046 Specify the speed of Internet Access in the Central Building. Use www.speedtest.net to determine speed. (...or use the speed test of your choice)**
- *Recommended testing time- 12 Noon**

Branches

- No changes here.
- Use Remove Group/Add Group to remove or add branches.



Remove Group



Add Group

Part 1 - General Information

22

01-200 Total number of Branches

01-200a	Branch Name
01-201a	Branch Street Address
01-202a	Branch City
01-203a	Branch County
01-204a	Branch Zip
01-205a	Is your mailing address the same?
01-206a	Branch Mailing Address
01-207a	Phone
01-208a	Fax
01-209a	Total Square Footage of Branch
01-210a	Year Built
01-211a	Year of the most recent structural addition or alteration to branch building

Part 1 - General Information

23

01-212a Number of Weeks per Year Individual Branch is
Open

01-213a Monday opening time

01-214a Monday closing time

01-225a Sunday opening time

01-226a Sunday closing time

01-227a Total open hours for the Branch Library during a
typical week.

Part 1 - General Information

24

- 01-228a** **Does the Branch library have Internet Access?**
Y/N
- 01-229a** What type of Internet Access is available in the Branch library?
- 01-230a** **Specify the speed of Internet Access in the Branch library.**
- 01-231a** **Number of wireless hubs located in the branch library?**

Bookmobiles

- Use Remove/Add Group to remove/add bookmobiles.



Remove Group



Add Group

Part 1 - General Information

26

01-300 Total Number of Bookmobiles *(If 0, skip these questions!)*

Individual Bookmobile Information

01-301a Bookmobile Name

01-302a Street Address

01-303a City

01-304a County

01-305a Zip

01-306a Is your Mailing address the same?

01-307a Mailing Address

01-308a Phone

01-309a Fax

01-310a Total hours per week

01-311a Number of Weeks Bookmobile is Open

01-312a Does the Bookmobile have Internet Access?

01-313a What type of Internet Access is available in the Bookmobile?

01-314a Specify the speed of Internet Access in the Bookmobile

01-315a Number of wireless hubs located in the Bookmobile?

01-316 Total Annual Hours of all Bookmobiles

Part 1 - General Information

27

01-500

Total System Public Service Hours
per Year

(Central + Branches + Bookmobiles)

Part 2 – Registrations

- No changes here
- Please explain any big changes to your registration numbers in a Federal note.

Survey Navigation

- 1 - General Information
 - Part 1
 - Part 2
 - Part 3
- 2 - Registrations
- 3 - Libraries & Political Subdivisions
- 4 - Library Operating Fund Income
- 5 - Expenditure Data
 - Part 1
 - Part 2
- 6 - Capital Revenue
- 7 - Employment Data
- 8 - Library Service and Technology
 - Part 1
 - Part 2
 - Part 3
 - Part 4

Indiana Public Library Annual Report 2015
2 - Registrations

Save **Back** **Next**

Notes: Question 02-001
Total Number of Individual Resident Registered Users

Federal **Local**

Save **Close**

Question	Value
02-001 Total Number of Individual Resident Registered Users	5,287
02-002 Total Number of Individual Resident Registered Users	0
02-003 Total Number of Individual Resident Registered Users	62
02-004 Total Number of Individual Resident Registered Users	237

Part 2 – Registrations

29

- 02-001 Total Number of Individual Resident Registered Users
- 02-002 Total Number of Users from Contracting Areas
- 02-003 Total Number of Individual Non-Resident (non-taxed) Registered Users
- 02-004 Total Number of Reciprocal Users
- 02-005 Total Number of PLAC Users
- 02-006 Total Number of Non-Resident Cards Issued to Student Users
- 02-007 Total Number of Non-Resident Cards Issued to School Employees
- 02-008 Total Number of Non-Resident Cards Issued to Library Employees
- 02-009 Amount of Individual Non-Resident Fee**
- 02-010 Date Library Board adopted this fee
- 02-011 Does your library purge or mark inactive patron files at least every three years?** **Y/N**

Part 3 – Public Libraries and Political Subdivisions Served

- No changes here

Part 3 – Public Libraries and Political Subdivisions Served

31

2010 Census figures are used for all calculations

- 03-001 County Name of Primary County
- 03-002 Total Assessed Valuation for Library District
- 03-003 Operating Tax Rate
- 03-004 Source year for data
- 03-005 BIRF/Lease Rental Tax Rate
- 03-006 LCPF Tax Rate
- 03-007 Did your library roll the LCPF into the operating tax rate? **Y/N**
- 03-008 County Name for additional county
- 03-009 Total Assessed Valuation for additional county
- 03-010 Operating Tax Rate for additional county
- 03-011 BIRF/Lease Rental Tax Rate
- 03-012 LCPF Tax Rate

Part 3 – Public Libraries and Political Subdivisions Served

32

- 03-013 Total district population without contract
- 03-014 Total district population with contracts
- 03-015 Political Subdivision Name
- 03-016 Type of Political Unit (Taxed Units 1, 2, 3, 4, 9, 11, 12 Only)
- 03-017 Population 2010 Census (Taxed & Served)
- 03-018 Type of Political Unit (Contracting Units 5, 6, 7, 8, 10 Only)
- 03-019 Population 2010 Census (Served by Contract)

Part 3 – Public Libraries and Political Subdivisions Served

33

- Some notes:
 - ▣ 03-008 – Additional County info is only required of libraries crossing county lines and the 4 county-contractuals
 - ▣ 03-016 Type of Political Unit - Taxed Units
 - 1 (city/town)
 - 2 (more than 1/2 of county)
 - 3 (total county)
 - 4 (township merged)
 - 9 (township validated)
 - 11 (endowed)
 - 12 (county contractual) Only
 - ▣ 03-018 Type of Political Unit - Contracting Units
 - 5 (Township, partial, served by contract)
 - 6 (Township served by contract)
 - 7 (Township taxed to pay contract)
 - 8 (Township, partial, taxed to pay contract)
 - 10 (Town served by contract) Only

Part 4 – Library Operating Fund Income

- No changes here

Part 4 – Library Operating Fund Income

35

Local Government Operating Fund Income

04-001	Property Tax or CEDIT Operating Fund Income from Library Tax Rate
04-002	CAGIT Property Tax Replacement Credit
04-003	CAGIT Certified Shares
04-004	CAGIT Special Fund
04-005	County Option Income Tax (COIT)
04-006	Contractual Revenue Received for Service
04-007	Local Option Income Tax (LOIT)
04-008	Total Local Operating Fund Income

Part 4 – Library Operating Fund Income

36

State Government Operating Fund Income

04-009	Financial Institutions Tax (FIT)
04-010	License Vehicle Excise Tax (LVET)
04-011	Commercial Vehicle Excise Tax (CVET)
04-012	Other State Operating Fund Income
04-013	Source(s):
04-014	Total State Operating Fund Income

Part 4 – Library Operating Fund Income

37

Federal Government Operating Fund Income

- 04-015 LSTA Grants (*Operating Fund*)
- 04-016 Name of Non-Operating Fund
- 04-017 Amount of LSTA grant placed in Non-Operating Fund
- 04-018 Other Federal Grants Operating Fund Income
- 04-019 List Source
- 04-020 Total Federal Operating Fund Income

Part 4 – Library Operating Fund Income

38

Other Operating Fund Income

- 04-021 PLAC Reimbursement
- 04-022 Fines and Fees
- 04-023 Interest on Investments
- 04-024 Gift Receipts Operating Fund Income
- 04-025 Private and Public Foundation Grants Operating Fund Income
- 04-026 Miscellaneous Operating Fund Income.
- 04-027 Source(s)
- 04-028 Total Public and Private Foundation Grants Income (deposited into any fund)
- 04-029 Total Other Operating Fund Income
- 04-030 Total Operating Fund Income

Part 5 – Operating Fund Expenditure Data

- No changes

Part 5 – Operating Fund Expenditure Data

40

Operating Fund Expenditures

05-001 Salaries/Wages of All Library Staff

05-002 Employee benefits

05-003 Other Personal Services

05-004 Total Personal Services

05-005 Total Staff Expenditures

Part 5 – Operating Fund Expenditure Data

41

Other services and charges

05-006 Total Supplies

05-007 Professional Services

05-008 Communication and Transportation

05-009 Printing and Advertising

05-010 Insurance

05-011 Utility Services

05-012 Repairs and Maintenance

05-013 Rentals

05-014 Debt Service

05-015 Lease Rental

05-016 Other

05-017 Total Other Services and Charges

Part 5 – Operating Fund Expenditure Data

42

Capital Outlays from Operating Fund Expenditures

05-018 Land

05-019 Buildings

05-020 Improvements Other Than Buildings

05-021 Furniture and Equipment

**05-022 Capital Outlays for Public Access Computers,
electronic reading and electronic media devices**

Part 5 – Operating Fund Expenditure Data

43

Operating Fund Expenditure Data

05-023 Books (Include Book Lease)

05-024 Periodicals and Newspapers

**05-025 Nonprinted (Physical) Materials, Microforms & AV,
not Electronic**

**05-026 Ebook and Electronic database
licensing/purchase/lease expenditures.**

**05-027 Electronic Physical Format, including Playaways and
Ebook readers**

Part 5 – Operating Fund Expenditure Data

44

Non-Operating Fund Library Materials Expenditure Data

- 05-028 Books (Include Book Lease)
- 05-029 Periodicals and Newspapers
- 05-030 Nonprinted (Physical) Materials, Microforms & AV, not Electronic
- 05-031 Ebook and Electronic Database licensing/purchase/lease expenditures
- 05-032 Electronic Physical Format (playaways, ebook readers, etc)

Part 5 – Operating Fund Expenditure Data

45

- 05-033 Total Expenditures for Print Materials**
- 05-034 Total Expenditures for Electronic Materials**
- 05-035 Total Expenditures for Other Materials**
- 05-036 Total Expenditures for Collections**
- 05-037 Total Operating Fund Capital Outlays**

Part 5 – Operating Fund Expenditure Data

46

- 05-038 Total Operating Fund Expenditures for Collection Development**
- 05-039 Total Non-Operating Fund Expenditures for Collection Development**
- 05-040 Public Access Computers, electronic reading and electronic media devices from all non-operating funds**

Part 5 – Operating Fund Expenditure Data

47

05-041 Total Operating Fund Expenditures

05-042 Other Operating Expenditures

05-043 Total Operating Expenditures

05-044 Total Capital Fund Expenditures

Part 5 – Operating Fund Expenditure Data

48

Non-Resident Fee Standard

05-045 Total Collection Expenditures

05-046 Total 2014 Operating Expenditures per capita (*for this year's standards calculation*)

05-047 Difference between OE per capita minus Non-Resident fee

05-047a Does your library's non-resident fee meet the standard? (Y/N)

05-048 Total 2015 Operating Expenditures per capita (*for next year*)

Part 5 – Operating Fund Expenditure Data

49

Collection Development Standard

**05-049 Collection Development Expenditure as
a percentage of Operating Expenditure**

Part 6 – Capital Revenue

- No changes here

What is Capital Revenue?

51

PLS Definition:

- Report all revenue to be used for **major capital expenditures**, by source of revenue. Include funds received for:
 - **Site acquisition**
 - **NEW buildings**
 - **Additions to or renovation** of library buildings
 - **Furnishings, equipment, and initial collections (print, non-print, and electronic) for a building that is NEW or renovated.**
 - Computer hardware and software used to support library operations, to link to networks, or to run information products (*MAJOR projects or for a building that is new or renovated*)
 - **New vehicles;** and
 - Other **one-time major projects.**
- Exclude revenue for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.
- Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover).

Part 6 – Capital Revenue

52

- 06-001 Local government capital revenue
- 06-002 State government capital revenue
- 06-003 Federal government capital revenue
- 06-004 Other capital revenue
- 06-005 Total Capital Revenue

Part 7 - Employment Data

- No changes here

Part 7 - Employment Data

54

- 07-001 Total number of all librarians with an ALA-MLS
- 07-002 Total hours paid per week for all ALA-MLS librarians
- 07-003 FTE for all librarians with an ALA-MLS

- 07-004 Total number of all librarians, **including** ALA-MLS librarians
- 07-005 Total hours paid per week for all librarians, including ALA-MLS librarians
- 07-006 FTE for all librarians

- 07-007 Total number of all other paid staff
- 07-008 Total Hours paid per week for all other paid staff
- 07-009 FTE for all other paid staff

- 07-010 Total number of all paid staff
- 07-011 Total hours paid per week for all paid staff
- 07-012 FTE for all paid staff
- 07-013 Number of hours per week considered to be full-time employment in your library?

Part 8 – Library Service and Technology

- Some questions reworded for clarification
- New questions- Evergreen (prefilled) and Net Lending rate calculation

Part 8 – Library Service and Technology

56

Interlibrary Loans

08-001 Number of interlibrary loan items (loans and photocopies) your library has **provided to** other Indiana libraries.

NEW: 08-001a *Evergreen Transits to other libraries (number will be supplied by the Indiana State Library)*

08-002 Number of interlibrary loan items (loans and photocopies) your library has **borrowed from** other Indiana libraries.

NEW: 08-002a *Evergreen Transits received from other libraries (number will be supplied by the Indiana State Library)*

NEW: 08-002b *Net Lending Rate (Number of items loaned divided by number of items borrowed)*

Part 8 – Library Service and Technology

57

Programs

Library Programs Children's (0-11 years) Programs

08-003 Number of children's (0-11 years) programs held in the library

08-004 Number of children's (0-11 years) programs held outside of the library

Library Programs Young Adult (12-18 years) Programs

08-005 Number of young adult (12-18 yrs) programs held in the library

08-006 Number of young adult (12-18 yrs) programs held outside of the library

Library Programs Adult (18+ years) Programs

08-007 Number of adult (18+ yrs) programs held in the library

08-008 Number of adult (18+ yrs) programs held outside of the library

General Programs

08-009 Number of general (all ages) programs held in the library

08-010 Number of general (all ages) programs held outside of the library

Part 8 – Library Service and Technology

58

08-011 Total number of non-library sponsored programs

08-012 Total number of all library-sponsored programs

Part 8 – Library Service and Technology

59

Program Attendance

08-013 Attendance at Children's (0-11 years) programs held in the library

08-014 Attendance at Children's (0-11 years) programs held outside of the library

Repeats for:

- *Young Adult (12-18 yrs) Programs*
- *Adult (18+ yrs) Programs*
- *General (All ages) Programs*

Attendance Totals

08-021 Total attendance at non-library sponsored programs



08-022 Total children's program attendance

08-023 Total young adult program attendance

08-024 Total program attendance at library-sponsored programs

Part 8 – Library Service and Technology

60

- 08-025** How many weeks of a Summer Reading Program for Children did your library offer at each fixed location?
- 08-026 Total number of annual visits in the library 
- 08-027** Total number of reference transactions per year 
(see newly expanded definition – “unscheduled individual instruction”)

Electronic Collections (renamed)

- 08-028** Number of State Licensed Databases (INSPIRE)
- 08-029 Number of local and other (Not INSPIRE) licensed databases
- 08-030 Name(s) of public use/commercial databases to which the library subscribes
- 08-031** Total electronic collections

Part 8 – Library Service and Technology

61

Public Computers

- 08-032 Public Internet-connected computers uses per year
- 08-033 Number of wireless hubs located in the central building?
- 08-034 Total number of wireless hubs, system-wide
- 08-035 Number of wireless internet uses per year
- 08-036 **Number of Internet connected public computers, system-wide.**
- 08-037 **Number of scanners available for the public, system-wide.**
- 08-038 **Number of Internet connected staff computers, connected to a printer.**
- 08-039 **Number of persons potentially served by each public computer** (Same question, just reworded...)

Part 8 – Library Service and Technology

62

Library System Automation

08-040 Does your library have an automated bookkeeping system?

Y/N

08-041 Name of bookkeeping system.

08-042 Brand and version of integrated library system (ILS)

08-043 Is your library catalog available online?

Y/N

Part 9 - Circulation and Holdings

- Just some updated definitions (eBooks)

Part 9 - Circulation and Holdings

64

- 09-001 Total circulation of All Materials
- 09-002 Circulation of All Children's Materials
- 09-003 Circulation of Electronic Materials (*e.g. E-books circulated or electronic collection materials downloaded annually*)
- 09-004 Total In-house Usage of Materials
- 09-005 Number of Electronic Book Reading or Music Playing Devices Circulated Annually

Part 9 - Circulation and Holdings

65

Selected Holdings

09-007 Books, Physical Units

09-008 Does the library belong to an Ebook consortium?

09-009 Name of Ebook Consortium

09-010 Electronic books (E-books) (LOCAL HOLDINGS)

09-011 Electronic books (E-books) (CONSORTIUM HOLDINGS)

09-012 Electronic books (E-books) (TOTAL)

What's an eBook?

66

Per PLS:

- Report the number of units. Report only items that have been **purchased, leased or licensed** by the library, a consortium, the state library, a donor or other person or entity.
- Included items must only be **accessible with a valid library card or at a physical library location**; inclusion in the catalog is not required. Do not include items freely available without monetary exchange.
- Do not include items that are permanently retained by the patron; count only items that have a **set circulation period** where it is available for their use.
- Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

Part 9 - Circulation and Holdings

67

A/V Material Holdings:

09-013 Video Materials - Physical Units

09-014 Video Materials - Downloadable Titles (LOCAL HOLDINGS)

09-015 Video Materials - Downloadable Titles (CONSORTIUM HOLDINGS)

09-016 Video Materials - Downloadable Titles (TOTAL)

09-017 Audio Materials - Physical Units

09-018 Audio Materials - Downloadable Titles (LOCAL HOLDINGS)

09-019 Audio Materials - Downloadable Titles (CONSORTIUM HOLDINGS)

09-020 Audio Materials - Downloadable Titles (TOTAL)

Part 9 - Circulation and Holdings

68

09-021 Electronic (Physical) Format

09-022 Number of Electronic Book Reading or Music
Playing Devices Owned by the Library

09-023 Current Serial Subscriptions

Part 10 - Library Board

- No changes here.
- Provide most current info available.
- We have pre-filled last year's info. Please verify and update as needed.
- Be sure to only list a treasurer OR treasurer/employee (NOT BOTH)
- Provide any updates throughout the year to ISL.

Part 10 - Library Board

70

10-0001	Position	
10-0002	First Name	
10-0003	Middle Initial/Name	
10-0004	Last Name	
10-0005	Home address	
10-0006	City	
10-0007	Zip Code	
10-0008	E-mail address	
10-0009	Appointing Authority	
10-0010	Date that the current term expires	
10-0011	Number of consecutive terms	
10-0012	Date of initial appointment	(REPEATS...)
10-991	When does the regular library board meeting take place?	
10-992	What is the time of the regular library board meeting?	

Part 11 - Salary Section

- Provide most current information (e.g. 2016 salaries, if known)
- Provide info for positions not currently occupied

Part 11 - Salary Section

72

11-001 Annual salary of the Director

11-002 Does the Director have an employment contract? Y/N

11-003 What is the current level of certification for the library Director?

Job Title	Cert. Level	<u>Min</u> <u>Hourly</u>	<u>Max</u> <u>Hourly</u>
11-004 Assistant or Associate Director		\$	\$
11-008 Department Head, Manager or Supervisor		\$	\$
11-012 Branch Head		\$	\$
11-016 Administrative Assistant		\$	\$
...			
Other			

Part 11 - Salary Section

73

Employee Fringe Benefit Information - Full-time Employees

11-501	PERF	<u>Y/N</u>
11-502	Deferred Compensation	<u>Y/N</u>
11-503	Health Insurance	<u>Y/N</u>
11-504	Health Savings Account (HSA)	<u>Y/N</u>
11-505	Dental Insurance	<u>Y/N</u>
11-506	Life Insurance	<u>Y/N</u>
11-507	Vision Insurance	<u>Y/N</u>
11-508	Disability	<u>Y/N</u>
11-509	Paid Time off for Continuing Education	<u>Y/N</u>
11-510	Reimbursement for Continuing Education	<u>Y/N</u>
11-511	Other1 (specify)	
11-512	Other2 (specify)	

Part 11 - Salary Section

74

Employee Fringe Benefit Information - Part-time Employees

11-513	PERF	<u>Y/N</u>
11-514	Deferred Compensation	<u>Y/N</u>
11-515	Health Insurance	<u>Y/N</u>
11-516	Health Savings Account (HSA)	<u>Y/N</u>
11-517	Dental Insurance	<u>Y/N</u>
11-518	Life Insurance	<u>Y/N</u>
11-519	Vision Insurance	<u>Y/N</u>
11-520	Disability	<u>Y/N</u>
11-521	Paid Time off for Continuing Education	<u>Y/N</u>
11-522	Reimbursement for Continuing Education	<u>Y/N</u>
11-523	Other1 (specify)	
11-524	Other2 (specify)	

Part 11 - Salary Section

75

Paid days off per year –

Full-time Librarian

11-525	Number of Vacation Days
11-526	Number of Sick Days
11-527	Number of Personal Days
11-528	Holidays
11-529	Funeral/Bereavement
11-530	Other Days (specify)

...Repeats for Part-Time Librarian
 Full-Time Support Staff
 Part-Time Support Staff

Part 12 - PLAC Loans

- No changes here
- Don't report any PLAC loans to your own library
- Don't include reciprocal loans or nonresident loans (unless using PLAC card)
- You do NOT need to enter "0" for libraries with no loans- just skip them! 😊

Part 12 - PLAC Loans

77

12-001 Did your library make any PLAC loans? **Y/N**

12-002 Adams Public Library System

12-003 Akron Carnegie Public Library

12-004 Alexandria-Monroe Public Library

12-005 Alexandrian Public Library

...

12-238 Yorktown Public Library

12-239 Total PLAC Loans

Part 13 - Compliance with Standards for Public Libraries

- Answer very carefully.
 - “No” responses *may* trigger a communication from ISL.
- Use the clarification prompts, federal notes, or Part 14 to explain any “standards issues.”

Part 13 - Compliance with Standards for Public Libraries

79

- 13-001 Does your library comply with Public Library Law IC 36-12? Y/N**
- 13-002 If the answer to 13-001 is NO, explain:**
- 13-003 Does your library comply with other Indiana laws that affect municipal corporations? Y/N**
- 13-004 If the answer to 13-003 is NO, explain:**
- 13-005 Does your library comply with all federal laws affecting employment practice? Y/N**
- 13-006 If the answer to 13-005 is NO, explain:**

Part 13 - Compliance with Standards for Public Libraries

80

- 13-007 Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes? Y/N**
- 13-008 If the answer to 13-007 is NO, explain:**
- 13-009 Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone? Y/N**
- 13-010 If the answer to 13-009 is NO, explain:**

Part 13 - Compliance with Standards for Public Libraries

81

- 13-011 Do the library board and the director maintain separate functions? Y/N**
- 13-012 Is the board responsible for governance and policy? Y/N**
- 13-013 Is the director responsible for administration, operation and management of the library? Y/N**
- 13-014 Does the director work full-time? Y/N**
- 13-015 Does the Director have the required certification under 590 IAC 5? Y/N**

Part 13 - Compliance with Standards for Public Libraries

82

With the advice and recommendations of the library director, has the library board adopted the following policies and procedures?

13-016	An annual classification of employees	<u>Y/N</u>
13-017	Schedules of salaries	<u>Y/N</u>
13-018	A proposed library budget	<u>Y/N</u>
13-019	Library policies	<u>Y/N</u>

Part 13 - Compliance with Standards for Public Libraries

83

- | | | |
|---------------|---|-------------------|
| 13-020 | Has the library board adopted the written employment practices dealing with recruitment? | <u>Y/N</u> |
| 13-021 | . . . selection? | <u>Y/N</u> |
| 13-022 | . . . appointments? | <u>Y/N</u> |
| 13-023 | . . . personnel actions? | <u>Y/N</u> |
| 13-024 | . . . salary administration? | <u>Y/N</u> |
| 13-025 | . . . employee benefits? | <u>Y/N</u> |
| 13-026 | . . . the conditions of work? | <u>Y/N</u> |
| 13-027 | . . . leaves? | <u>Y/N</u> |

Part 13 - Compliance with Standards for Public Libraries

84

- 13-028 Does the library board adhere to the current approved principles provided by the Indiana State Library for library trustees? Y/N**
- 13-029 ...have current, written bylaws that state its purpose and its operational procedures? Y/N**
- 13-030 Do the bylaws specifically state rules governing conflicts of interest issues? Y/N**
- 13-031 Do the library bylaws specifically state rules governing nepotism? Y/N**
- 13-032 Have the bylaws been reviewed by the board in the last three (3) years? Y/N**
- 13-033 Has a copy of the current version of the bylaws, along with all of the amendments approved by the library board been submitted to the Indiana State Library? Y/N**

Part 13 - Compliance with Standards for Public Libraries

85

- 13-034 Does your library have a written collection development plan? Y/N**
- 13-035 Does your library have a written circulation policy detailing the principles of access for all library materials and service? Y/N**
- 13-036 Does your library provide support for continuing education for staff and trustees? Y/N**

Part 13 - Compliance with Standards for Public Libraries

86

Long Range Plan

- 13-037 Does the library have a written long-range plan of service? Y/N**
- 13-038 Which year did your current long range plan begin?**
- 13-039 Which year does your current long range plan end?**
- 13-040 Has your long-range plan been updated in the last three (3) to five (5) years (depending on the length of the plan? Y/N**

Part 13 - Compliance with Standards for Public Libraries

87

- 13-041 Have copies of the plan, plus all updates and revisions been filed with the Indiana State Library? Y/N**
- 13-042 Does your long-range plan include a statement of community needs and goals? Y/N**
- 13-043 Does your long-range plan include measurable objectives and service in response to the community's needs and goals? Y/N**

Part 13 - Compliance with Standards for Public Libraries

88

Does your long-range plan include:

- | | | |
|---------------|---|-------------------|
| 13-044 | an assessment of facilities, services, technology, and operations? | <u>Y/N</u> |
| 13-045 | an ongoing annual evaluation process? | <u>Y/N</u> |
| 13-046 | a plan for financial resources and sustainability? | <u>Y/N</u> |
| 13-047 | a statement of collaboration with other public libraries? | <u>Y/N</u> |
| 13-048 | a statement of collaboration with other community partners? | <u>Y/N</u> |

Part 13 - Compliance with Standards for Public Libraries

89

Technology Plan

- 13-049 Does the library have a written technology plan? Y/N**
- 13-050 Which year did your current technology plan begin?**
- 13-051 Which year does your current technology plan end?**
- 13-052 Has your technology plan been updated in the last three (3) years? Y/N**
- 13-053 Have copies of the plan, plus all updates and revisions been filed with the Indiana State Library? Y/N**

Part 13 - Compliance with Standards for Public Libraries

90

Does your technology plan include...

- | | | |
|---------------|---|-------------------|
| 13-054 | ...realistic goals and strategies for using telecommunications and information technology? | <u>Y/N</u> |
| 13-055 | ...a professional development strategy? | <u>Y/N</u> |
| 13-056 | ...an assessment of telecommunication services, hardware, software, and other services needed? | <u>Y/N</u> |
| 13-057 | ...an equipment replacement schedule? | <u>Y/N</u> |
| 13-058 | ...a plan for financial resources and sustainability? | <u>Y/N</u> |
| 13-059 | ...an ongoing annual evaluation process? | <u>Y/N</u> |
| 13-060 | ...an automated, integrated library system (ILS) which conforms to a national cataloging standard? | <u>Y/N</u> |

Part 13 - Compliance with Standards for Public Libraries

91

Resource Sharing

- 13-061** Does your library provide interlibrary loan free of charge to other libraries within Indiana? **Answer YES if your policy is to lend, even if no loans were requested.** Y/N
- 13-062** Does your library provide interlibrary loan free of charge to your users? **Answer YES if your policy is to lend, even if no loans were requested.**
- 13-063** Does the library lend materials via a statewide reciprocal borrowing program? Y/N
- 13-064** Does the library lend materials using a local reciprocal borrowing agreement with at least one (1) other public library district within Indiana? Y/N
- 13-065** If the answer to 13-064 is yes, please list libraries with which you have reciprocal borrowing agreements.

Part 13 - Compliance with Standards for Public Libraries

92

- 13-066** Does the library lend materials using the OCLC Resource Sharing system? Y/N
- 13-067** Is the library a member of Evergreen Indiana? Y/N
- 13-068** How many days per week does your library receive INfo Express courier service?

Part 13 - Compliance with Standards for Public Libraries

93

Does the library provide adult services, including?

- | | | |
|---------------|---|-------------------|
| 13-069 | Programs and reference services offered by an appropriately certified librarian? | <u>Y/N</u> |
| 13-070 | Access to reference materials, including INSPIRE? | <u>Y/N</u> |
| 13-071 | A collection of materials for adults? | <u>Y/N</u> |
| 13-072 | A space designated in the library for adult services? | <u>Y/N</u> |

Part 13 - Compliance with Standards for Public Libraries

94

13-073 Does the library provide an enhanced level of adult service by providing:

- 1) One (1) or more staff, with appropriate certification;**
- 2) Serving at least part time,**
- 3) At each fixed location? *[All conditions must apply]***

Y/N

13-074 Does the library provide an exceptional level of adult service by providing:

- 1) One (1) full-time staff member, or the equivalent,**
- 2) With appropriate certification,**
- 3) At each fixed location? *[All conditions must apply]***

Y/N

Part 13 - Compliance with Standards for Public Libraries

95

Does the library provide Young Adult services, including?

13-075	Young adult programs and reference services offered by an appropriately certified librarian?	<u>Y/N</u>
13-076	Access to young adult reference materials, including INSPIRE?	<u>Y/N</u>
13-077	A collection of materials for young adults?	<u>Y/N</u>
13-078	A space designated in the library for young adult services?	<u>Y/N</u>
13-079	Does the library provide an <u>enhanced</u> level of service by providing: 1) One (1) or more staff, with appropriate certification, 2) Serving at least part time, 3) At each fixed location? [All conditions must apply]	<u>Y/N</u>
13-080	Does the library provide an <u>exceptional</u> level of service by providing: 1) One (1) full-time staff member, or the equivalent, 2) With appropriate certification, 3) At each fixed location? [All conditions must apply]	<u>Y/N</u>

Does the library provide Children's services, including?

13-081	Programs and reference services offered by an appropriately certified librarian?	<u>Y/N</u>
13-082	A collection of materials for children?	<u>Y/N</u>
13-083	A space designated in the library for children services?	<u>Y/N</u>
13-084	Does the library provide an <u>Enhanced</u> level of service by providing: 1) One (1) or more staff, with appropriate certification, 2) Serving at least part time, 3) At each fixed location? [All conditions must apply]	<u>Y/N</u>
13-085	Does the library provide an <u>Exceptional</u> level of service by providing: 1) One (1) full-time staff member, or the equivalent, 2) With appropriate certification, 3) At each fixed location? [All conditions must apply]	<u>Y/N</u>

Part 13 - Compliance with Standards for Public Libraries

96

Public Access

- 13-086** Are patrons who are unable to read regular print, because of visual or physical disability, provided access to large print books, Braille books, audio books, and enhanced media? Y/N
- 13-087** Does the library provide computers for the free use of all persons regardless of residency? Y/N
- 13-088** Does your library provide a means for the public to make copies at each location? Y/N

Part 13 - Compliance with Standards for Public Libraries

97

Webpage

Does your library's webpage include...

- | | | |
|---------------|---|-------------------|
| 13-089 | ...current hours of operation? | <u>Y/N</u> |
| 13-090 | ...a physical address for your library? | <u>Y/N</u> |
| 13-091 | ...a map for each fixed location? | <u>Y/N</u> |
| 13-092 | ...a public telephone number? | <u>Y/N</u> |
| 13-093 | ...a public e-mail address or other means of electronic contact? | <u>Y/N</u> |
| 13-094 | ...a link to INSPIRE and other free electronic resources? | <u>Y/N</u> |
| 13-095 | ...publicly posted policies, including, but not limited to, circulation policies, fees, and internet use policies? | <u>Y/N</u> |

Part 13 - Compliance with Standards for Public Libraries

98

- 13-096** Has your Internet Policy been reviewed by the board in the last year? Y/N
- 13-097** Does your library's webpage include a link to the library's online public access catalog? Y/N
- 13-098** Does your library's webpage include a calendar or list of events and programs which is updated at least monthly? Y/N

Part 14 - Statement of Intent to Comply with Standards

- Please explain any NO answers given in Part 13.
- Please include the question number (##-####) and an explanation for each question where you answered “NO” to any question in Part 13.

100

Part 15 - Supplement

- All new

Part 15 - Supplement

101

- Consultants
 - Name, Type, and contact info
 - Use Remove/Add Group to add more
- Outreach
 - Homebound Services
 - Deposit Collections
 - Retirement Centers
 - Schools
 - Day Cares
 - Institutions
 - Other
 - Community Events

Part 15 - Supplement

102

- Carnegie Library Updates
- Social Media
 - ▣ Links (for directory?)
 - ▣ “Persons Reached” – friends, followers, etc.
- Digital Materials
 - ▣ Ebooks and media that doesn’t fit definition of collection. May include services like Freegal, Freading, hoopla, Tumblebooks, or Zinio
- SRCS – Sign up for info

NEW: Certification

103

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Need Assistance?

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Survey Navigation

- 1 - General Information
 - Part 1
 - Part 2
 - Part 3
- 2 - Registrations
- 3 - Libraries & Political Subdivisions
- 4 - Library Operating Fund Income
- 5 - Expenditure Data
 - Part 1
 - Part 2
- 6 - Capital Revenue
- 7 - Employment Data
- 8 - Library Service and Technology
 - Part 1
 - Part 2
 - Part 3
 - Part 4
- 9 - Circulation and Holdings
 - Part 1
 - Part 2
 - Part 3
- 10 - Library Board
 - Part 1
 - Part 2
 - Part 3
- 11 - Salary Section
 - Part 1

Indiana Public Library Annual Report 2015

CERTIFICATION

[SHOW LAST YEAR'S ANSWERS](#)

[Save](#) [Back](#)

Click [here](#) to print a copy of the Signature Page. This needs to be signed by both the director and board president in ink and returned via mail to the Indiana State Library Development Office. This is also due by February 1, 2016.

[Save](#) [Back](#)

Part 5

14 - Statement of Intent to Comply with Standards

15 - Supplemental Questions

Part 1

Part 2

CERTIFICATION

- Last section of report.
- Click link to open and print page.
- Sign, give to Board President to review, sign.
- Mail to ISL. If completing report at the last minute, please drop in mail on February 1st.

Submitting the report

104

□ “Status” tab- Clear up any edit checks

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Status

For more information on the features on this page please see [Frequent Questions](#).

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ALEXANDRIA-MONROE PUBLIC LIBRARY
Edit Checks for Review

To save your annotation comments, click the "Submit Corrections" button at the bottom of the page.

[SHOW LAST YEAR'S ANSWERS](#)

[1 - General Information](#)

[01-500](#) **Total System Public Service Hours per Year**

Federal **Local**

✖ Cannot equal 0. Please explain why your data is out of the normal range using the Federal note.

[4 - Library Operating Fund Income](#)

[Questions relating to standards are in bolded blue font](#)

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

[Local Government Operating Fund Income](#)

[04-008](#) **Total Local Operating Fund Income**

Federal **Local**

✖ Prior year is greater than 0 and current year is 0. Please check the current year value for possible error or provide an explanation for the change in a Federal note. The ratio of Local Government Revenue to Population of Legal Service Area is higher/lower

Submitting the report

105

- “Submit Survey” tab- Click the green button!

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Home Survey Status Printing **Submit Survey** Frequent Questions Instructions

Status

For more information on the features on this page please see [Frequent Questions](#).

Edit Checks Unanswered Questions Flagged Questions **Submit Survey**

ALEXANDRIA-MONROE PUBLIC LIBRARY

Submit Survey

Please review items below and then click "Submit Survey" button to the right to complete the survey process.

Submit Survey

Step 1. Verify all questions have been answered.

Step 2. Review any questions that might have been flagged.

Step 3. All of the questions must pass their edit checks before a survey can be submitted.

Step 4. Print & Save a copy of the survey and annotations.

Step 5. Click the '**Submit Survey**' button above to submit the survey.

That's all!

2015 INDIANA PUBLIC LIBRARIES ANNUAL REPORT



FINISHED

Questions?

107



Comments?

Contact us:

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LDO@library.in.gov

1-800-451-6028

or

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317-234-6550